

A G E N D A

FINANCE AND CLAIMS COMMITTEE - STATE ADMINISTRATIVE BOARD

February 25, 2003 Meeting, 11:00 a.m.

Property Services Conference Room, 1st Floor, Mason Building

SECTION I. AGENCY CONTRACTS

Requests approval of the following

1. DEPARTMENT OF CAREER DEVELOPMENT

- | | | |
|----|--|---|
| 1) | City of Detroit Employment
and Training
Detroit, MI | \$ 682,024.00 Total
Workforce Investment Act
Incentive funding for
exemplary performance to be
utilized towards any program
authorized under WIA Title I |
| 2) | Statewide Workforce
Development Boards
(Listing on file) | \$ 3,295,075.00 Amendment
\$101,300,761.00 New Total
Incentive funding for meeting
program year 2002 performance
objectives of the Work First
program |

2. FAMILY INDEPENDENCE AGENCY

- | | | |
|----|---|---|
| 1) | Spectrum Human Services
Westland, MI | \$ 510,627.60 Amendment
\$ 1,394,400.96 New Total
Family Re-unification |
| 2) | Community Action Agencies
Various
(Listing on file) | \$ 28,900.00 Amendment
\$ 26,841,471.00 New Total
To weatherize dwellings of
low-income families |

SECTION II. DMB CONTRACTS

Requests approval of the following

NEW CONTRACTS

3. Left blank intentionally

CONTRACT CHANGES/EXTENSIONS

4. DEPARTMENT OF COMMUNITY HEALTH

1)	SecureCare	\$ 250,000.00 Amendment
	Ann Arbor, MI	\$ 500,000.00 New Total
		071B2001607 Purchased
		Medical Services for the
		Center for Forensic
		Psychiatry

5. CONSUMER AND INDUSTRY SERVICES

1)	SWM Systems, Inc.	\$ 293,400.00 Amendment
	Kalamazoo, MI	\$ 688,950.00 New Total
		071B2001260 Inspection and
		Certification Services

6. FAMILY INDEPENDENCE AGENCY

1)	Michigan State University	\$ 256,870.00 Amendment
	East Lansing, MI	\$ 438,015.00 New Total
		071B2001415
		Disproportionate Minority
		Confinement Aftercare
		Expansion and Evaluation

7. DEPARTMENT OF INFORMATION TECHNOLOGY

1)	Michigan Public Health Inst.	\$ 5,633,292.00 Amendment
	Okemos, MI	\$ 12,265,680.00 New Total
		071B2001276 Health
		Insurance Portability and
		Accountability Act
		Compliance for the
		Department of Community
		Health

8. DEPARTMENT OF MANAGEMENT AND BUDGET

1) Covansys	\$ 437,770.00 Amendment
Farmington Hills, MI	\$ 27,795,624.00 New Total
	071B0000606 Business
	Process Re-engineering -
	Retirement Services

9. left blank intentionally

SECTION III. RELEASE OF FUNDS TO WORK ORDER

10. Special Maintenance/Remodeling/Additions - DMVA - Request the release of \$4,100,000 authorized in Public Act 746 of 2002. (\$4,100,000 federal)
11. Lansing Readiness Center - DMVA - Request the release of \$19,000,000 authorized in Public Act 746 of 2002 for design and construction (\$18,250,000 federal; \$750,000 state armory construction fund)
12. State Park Infrastructure Improvements - DNR - Request the release of \$5,200,000 authorized in Public Act 746 of 2002. (\$5,200,000 state park endowment fund)
13. Monroe County, Monroe, Bolles Boating Access Site Improvements - DNR - Request the release of \$475,000 authorized in Public Act 746 of 2002. (\$475,000 Michigan state waterways fund)
14. Monroe County, Monroe, Bolles Harbor, Marina Expansion and Improvements - DNR - Request the release of \$3,750,000 authorized in Public Act 746 of 2002. (\$3,750,000 Michigan state waterways fund)
15. Muskegon County, Muskegon, Marina Rehabilitation and Upgrades - DNR - Request the release of \$1,000,000 authorized in Public Act 746 of 2002. (\$1,000,000 Michigan state waterways fund)
16. Michigan Natural Resources Trust Fund, Various Acquisition Projects - DNR - Request the release of \$23,103,400 authorized in Public Act 746 of 2002. (\$23,103,400 Michigan natural resources trust fund)

SECTION IV. REVISION TO WORK ORDER

SECTION V. CLAIMS - PERSONAL PROPERTY LOSS

17. DEPARTMENT OF CORRECTIONS

Employee Claims

- 1) Marion Craig \$469.00

The claimant (03-SAB-017) requests \$469.00 reimbursement for personal eyeglasses that were broken when he was assaulted by an inmate during lunch. The Department recommends approval of this claim.

- 2) Charles Leach \$300.00

The claimant (02-SAB-187) requests \$300.00 reimbursement for personal eyeglasses broken as a result of an assault by an inmate. The Department recommends approval of this claim in the amount of \$253.98.

Inmate Claims

- 3) Michael Agnew #124452 an unspecified amount

The claimant (02-SAB/DOC-149) requests an unspecified amount for his typewriter that was damaged. The State Administrative Board requires that two estimates for repair costs be included with the claim. Claimant does not have the funds necessary to send the typewriter out for an estimate so no estimate was sent with the claim; therefore, the Department recommends denial of this claim.

- 4) Michael Anderson #163843 \$140.50

The claimant (03-SAB/DOC-041) requests \$140.50 reimbursement for 13 cassette tapes and one tape box that were confiscated and later destroyed. He didn't own a tape player so he couldn't keep the tapes and case. He was given 60 days to order a tape player. The items were then destroyed because he never ordered a tape player. The Department recommends denial of this claim because he never followed through and ordered a tape player.

17. DEPARTMENT OF CORRECTIONS continued

- 5) Randy Arquette #274472 \$ 29.95

The claimant (03-SAB/DOC-045) requests \$29.95 reimbursement for a pair of shoes lost while under sole control of MDOC. The Department recommends approval of \$27.27 for the purchase price of the shoes.

- 6) Mark Ashworth #233531 \$201.35

The claimant (03-SAB/DOC-046) requests \$201.35 reimbursement for his lost typewriter. The Department recommends approval of \$40.71 at four years depreciation.

- 7) Mary Babrak \$ 16.00

The claimant (03-SAB/DOC-051) requests \$16.00 reimbursement for a money order sent to her son (Wali Babrak #239671) while incarcerated at Camp Branch. MDOC lost the money order. The Department recommends approval of this claim.

- 8) Isadore Baker #200244 \$ 96.00

The claimant (03-SAB/DOC-018) requests \$96.00 reimbursement for his TV that he claims was damaged due to a power surge. There were power surges in the facility, but no other TV's were damaged and there was no evidence this TV was damaged by a power surge. The Department recommends denial of this claim.

- 9) Garrade Brown #360659 \$ 85.27

The claimant (03-SAB/DOC-030) requests \$85.27 reimbursement for his TV that was lost. The Department recommends approval of this claim at one year's depreciation of \$68.22

- 10) Larry Davis #375529 \$ 96.00

The claimant (03-SAB/DOC-055) requests \$96.00 reimbursement for his TV that was damaged. The Department recommends approval of this claim.

17. DEPARTMENT OF CORRECTIONS continued

- 11) Daniel Dillard #232029 \$ 19.75

The claimant (03-SAB/DOC-006) requests \$19.75 reimbursement for his damaged beard trimmers. Claimant did not provide documentation of this purchase so the value of \$20 was determined from the Average Cost Schedule. The Department recommends approval of this claim at residual value of \$2.00

- 12) Jody Hamm #365476 \$ 80.06

The claimant (03-SAB/DOC-031) requests \$80.06 reimbursement for a cassette player and headphones that were lost. The Department recommends approval of this claim at one year's depreciation of \$64.04 for both items.

- 13) Timmothy Keenan #146958 \$250.00

The claimant (03-SAB/DOC-032) requests \$250.00 reimbursement for lost hobbycraft supplies and beading needles. Hobbycraft supplies are not reimbursable according to Operating Procedures. The Department recommends approval of this claim for just the beading needles at two years depreciation of \$0.90.

- 14) John Kister #216204 \$ 5.30

The claimant (03-SAB/DOC-020) requests \$5.30 reimbursement for allegedly being charged twice for medical co-pay. The Department recommends denial of this claim.

- 15) John Kister #216204 \$ 5.14

The claimant (03-SAB/DOC-021) requests \$5.14 reimbursement for postage costs related to claim (02-SAB/DOC-397) because he is in a facility not on a State ID mail run. The State Administrative Board does not reimburse claimants for the postage costs related to filing their claim. The Department recommends denial of this claim.

17. DEPARTMENT OF CORRECTIONS continued

16) Mardel Lozon #157510 \$105.00

The claimant (03-SAB/DOC-056) requests \$105.00 reimbursement for his lost TV and radio. The Department recommends approval of this claim at one year's depreciation of the TV at \$71.99 and \$2.00 at residual value for the radio, totaling \$73.99.

17) Frank McGaughy #238146 \$ 18.25

The claimant (03-SAB/DOC-053) requests \$18.25 reimbursement for his watch. The Department recommends denial of this claim.

18) Aaron Murry #137029 \$ 31.00

The claimant (03-SAB/DOC-042) requests \$31.00 reimbursement for a tape player and two tapes he ordered but did not receive. The Department recommends approval of this claim.

19) Scott Poynter #231491 \$ 5.99

The claimant (03-SAB/DOC-019) requests \$5.99 reimbursement for the playboy magazine he never received. The Department recommends approval of this claim.

20) Duane Range #297113 Not Specified

The claimant (03-SAB/DOC-043) requests an unspecified amount for a footlocker and a pair of gym shoes. The Department recommends approval of \$34.80 for footlocker at one year's depreciation and \$60.67 for gym shoes less than one year old, totaling \$95.47.

21) William Robbins #248887 \$190.00

The claimant (03-SAB/DOC-022) requests \$190.00 reimbursement for lost personal eyeglasses. The Department recommends denial of this claim because the claimant did not pay for the eyeglasses himself.

17. DEPARTMENT OF CORRECTIONS continued

22) Antonio Sabatini #208689 \$ 29.90

The claimant (03-SAB/DOC-052) requests \$29.90 reimbursement for two magazines confiscated and then lost. Magazines are not reimbursable; therefore, the Department recommends denial of this claim.

23) Andre Scott #134439 \$162.40

The claimant (03-SAB/DOC-040) requests \$162.40 reimbursement for magazines and books. The claimant could not provide receipts for the books so he could not prove they were his. The magazines are not reimbursable according to Operating Procedures. The Department recommends denial of this claim.

24) William Smith #212057 \$900.00

The claimant (03-SAB/DOC-039) requests \$900.00 reimbursement for his footlocker, legal papers, trial transcripts and 2 typewriter ribbons. There was not sufficient evidence to document a loss so the Department recommends denial of this claim.

25) David Sutherlin #271305 \$ 84.99

The claimant (03-SAB/DOC-054) requests \$84.99 reimbursement for his TV that was damaged. The Department recommends approval of this claim at two year's depreciation of \$50.99.

26) James Tomzek #200167 \$166.54

The claimant (02-SAB/DOC-518) requests \$166.54 reimbursement for his typewriter that was damaged. The Department recommends approval of this claim at residual value of \$16.65.

27) James Tomzek #200167 \$175.00

The claimant (02-SAB/DOC-504) requests \$175.00 reimbursement for his wedding ring destroyed by staff. The ring did not meet the criteria for a wedding ring so it was confiscated and later destroyed. Inmates may possess a wedding ring only if married or widowed. Claimant is divorced so the Department recommends denial of this claim.

17. DEPARTMENT OF CORRECTIONS continued

- 28) Darion Turner #231977 \$ 64.19

The claimant (03-SAB/DOC-033) requests \$64.19 reimbursement for his tape player, headphones, food and cosmetics lost by staff. The tape player and headphones were not in his area of control when the packing was done. Food and cosmetics are not reimbursable. The Department recommends denial of this claim.

- 29) Rick Vanlandegent #221495 \$100.00

The claimant (03-SAB/DOC-038) requests \$100.00 reimbursement for his coat that had to be sent home during a property reduction. Claimant will be able to use the coat when he leaves the facility, so the Department recommends denial of this claim.

- 30) Norman Woodmansee #184347 \$ 49.25

The claimant (03-SAB/DOC-037) requests \$49.25 reimbursement for eight tape cassettes he ordered but did not receive. The Department recommends approval of this claim.

- 31) Jerome Wright #126575 \$159.00

The claimant (03-SAB/DOC-044) requests \$159.00 reimbursement for his typewriter lost while under the sole control of MDOC. The Department recommends approval of this claim at five years depreciation in the amount of \$15.90.

18. DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

- 1) Robert Vaillancourt \$373.64

The claimant (03-SAB-023) requests \$373.64 reimbursement for damage to his vehicle when wind blew a gate shut on the vehicle. The Department recommends approval of this claim.

SECTION VI. CLAIMS - PERSONAL INJURY LOSS

SECTION VII. APPROVAL OF SPECIAL ITEMS

19. DEPARTMENT OF CORRECTIONS

Requests permission to dispose of unclaimed and abandoned property without intrinsic value in accordance with PD-BCF-53.01, Section IV Abandoned and Unclaimed Property from the following facilities.

Baraga Maximum Correctional Facility 1/30/2003
Handlon Correctional Facility 1/29/2003
Handlon Correctional Facility 1/30/2003
Handlon Correctional Facility 2/3/2003
Handlon Correctional Facility 2/50/2003
Marquette Branch Prison 1/29/2003

The Director of the Department of Management and Budget recommends approval by the State Administrative Board of the items contained in this agenda. Approval by the State Administrative Board of these award recommendations does not require or constitute the award of same. Award of contracts shall be made at the discretion of the DMB Director or designee.

S U P P L E M E N T A L A G E N D A

FINANCE AND CLAIMS COMMITTEE - STATE ADMINISTRATIVE BOARD

February 25, 2003 Meeting, 11:00 a.m.

Property Services Conference Room, 1st Floor, Mason Building

SECTION I. AGENCY CONTRACTS

Requests approval of the following

SECTION II. DMB CONTRACTS

Requests approval of the following

CONTRACT CHANGES/EXTENSIONS

SECTION III. RELEASE OF FUNDS TO WORK ORDER

SECTION IV. REVISION TO WORK ORDER

SECTION V. CLAIMS - PERSONAL PROPERTY LOSS

SECTION VI. CLAIMS - PERSONAL INJURY LOSS

SECTION VII. APPROVAL OF SPECIAL ITEMS

1s. DEPARTMENT OF MANAGEMENT AND BUDGET

The Department of Management and Budget requests approval of the following resolution: *Reduce Threshold for Contract Approval*

The Director of the Department of Management and Budget recommends approval by the State Administrative Board of the items contained in this agenda. Approval by the State Administrative Board of these award recommendations does not require or constitute the award of same. Award of contracts shall be made at the discretion of the DMB Director or designee.

STATE ADMINISTRATIVE BOARD

RESOLUTION 2003-1

REDUCE THRESHOLD FOR CONTRACT APPROVAL

WHEREAS, under Section 3 of 1921 PA 2, MCL 17.3, the State Administrative Board ("Board") exercises general supervisory control over the functions and activities of all administrative departments, boards, commissioners, and officers of this State, and of all State institutions;

WHEREAS, under Section 2 of 1921 PA 2, MCL 17.2, the Board may adopt rules governing its procedures and providing for the general conduct of its business and affairs;

WHEREAS, exercising its power to adopt rules, the Board adopted a resolution on February 15, 1983 and amended that resolution on May 2, 1995 to require that all contracts and grants of \$250,000 or more for the purchase of materials or services, and all contract and grant amendments of \$125,000 or more, be approved by the Board prior to execution, unless specifically approved by the Governor;

WHEREAS, the current state budget crisis increases the need for the Board to monitor state contract and grant expenditures and reinforces the Board's duty to promote the efficiency of State Government;

NOW THEREFORE, the State Administrative Board reduces the threshold for State contracts and grants from \$250,000 to \$25,000 and the threshold for State contract and grant amendments from \$125,000 to \$25,000 regardless of the source of funding or duration. All State contracts and grants of \$25,000 or more, except statutory State grants, and contract and grant amendments of \$25,000 or more, shall be approved by the Board prior to execution. Prior approval by the Board is not required in emergency cases involving threats to public health or safety. All grants and contracts of \$25,000 or more and contract and grant amendments of \$25,000 or more executed in the event of an emergency shall be reported to the Board as soon as practicable.

This Resolution is effective March 25, 2003.